

# Chapter 4.2

## Supervisor Training

### 1. Applicability of this chapter

You are required to follow this chapter if you are a line manager at JSC or a JSC field site.

### 2. Description of Sub-element 4.2

Safety and health training for first line supervisors shall follow the requirements of Chapter 4.1, “Program Description,” of this Handbook. The training shall ensure that supervisors:

- a. Understand their safety and health responsibilities and are able to carry them out effectively.
- b. Are aware of hazards, how to recognize hazardous conditions, and the signs and symptoms of workplace-related illnesses.
- c. Know the safe work procedures to follow to protect themselves and their employees from hazards.

### 3. General training or awareness in safety and health

As a first line supervisor, civil service or contractor, you shall:

- a. Be aware of federal regulations and NASA requirements, including:
  1. The Occupational Safety and Health Act and Executive Order 12196, “Occupational Safety and Health Programs for Federal Employees.”
  2. OSHA requirements in 29 CFR 1910, “Occupational Safety and Health Standards, General Industry,” and 29 CFR 1960, “Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters,” for civil service employees.
  3. NASA's and JSC's safety and health programs.
  4. Copies of the above documents that shall be available to you.
- b. Be aware of available training opportunities.
- c. Take core safety and health training listed at [http://jscpeople.jsc.nasa.gov/training/ind\\_dev/requiredtraining.htm](http://jscpeople.jsc.nasa.gov/training/ind_dev/requiredtraining.htm) and:
  1. Basic hazard communication and emergency response training when you first report to work and then every year.
  2. Other manager safety training as required.
- d. Know how to recognize hazards.
- e. Actively participate and support in OSHA's Voluntary Protection Program at JSC.
- f. Have safety and health training for your job and your employee's jobs such as:

## Part 4, Safety and Health Training

1. Safety and health requirements that apply to your job or your employees' jobs.
2. Hazards you and your employees face on the job.
3. Protecting yourself and your employees from injury or illness on the job.
4. Knowing the personal protective equipment you or your employees need, how to use it, and how to care for it.
5. Reporting hazards, close calls, and mishaps.
6. Fulfilling your safety and health responsibilities.
7. Any hazard-specific training that is required for activities such as those involving: asbestos, lasers, confined space, and lockout/tagout. See other chapters in this Handbook for specific requirements.

### 4. Other safety and health training

If your duties include any of those listed in the table below, you shall take the required training.

<i><b>If you are . . .</b></i>	<i><b>Then you shall have . . .</b></i>
A responder to hazardous material releases	Training in emergency response to the level of response you will provide in an emergency as described in 29 CFR 1910.120(q)
A fire warden	Fire warden training taken when first assigned as a fire warden and every 3 years thereafter. Fire extinguisher training is recommended yearly.
Identified as a "technical expert"	Mishap investigation training
A facility manager	Facility manager with facility manager fire certification course Lockout/tagout course

To find the training required for your employees' jobs, see the chapters in this Handbook that apply to their jobs. Also see 29 CFR 1910.

### 5. Responsibilities

Chapter 4.1 lists the responsibilities for safety and health training.

### 6. Safety and health records

Chapter 4.1 lists the records required for safety and health training.